

Last Update:		04/09/13 10:04 AM	
	Quota Overview	PT50	
Publisher Information			
File Name			
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Link 1			
Link 2			
Link 3			
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Job Role			
Insert Job Role rows as necessary	<i>l</i> .		

Transaction		User Data	Description
PT50	test for buttons		Quota Overview
Client	Language	Doc Type	Job Role
		BPP	



<u>Trigger:</u>

A Time Administrator needs to access attendance and absence quota information for an employee.

Business Process Procedure Overview

The Quota Overview transaction provides a Time Administrator access to many of the functions in the environment of attendance and absence quota administration. From the Overview, a Time Administrator can check employees' quota entitlements and the associated validity and deduction periods for the entitlements. Additionally, a Time Administrator can branch to the related infotypes to make any necessary changes to an employee's entitlements. The following quota related infotypes can be accessed directly from the Quota Overview transaction:

- Absence Quotas (2006) and Attendance Quotas (2007) to correct manually entered quota entitlements
- Quota Correction (Infotype 2013) to correct entitlements generated in Time Evaluation

The Quota Overview also allows a Time Administrator to project future absence entitlements. This feature can be used to predict how much leave an employee will have at some point in the future, such as the end of a calendar year.

To propose the correct quota information, the correspicts calenting period must be appointed by the Selection Dates tab. The relevant

To access the correct quota information, the appropriate selection period must be specified on the Selection Dates tab. The relevant quota balances may not be displayed if the Selection Dates do not match the desired periods.

A printout can be generated to list an employee's Absence Quota entitlements This BPP will detail:

- 1) Selecting the desired period to view quota information
- 2) Viewing Absence Quota Entitlements
- 4) Viewing Attendance Quota Entitlements
- 6) Projecting Future Entitlements

Access Transaction:

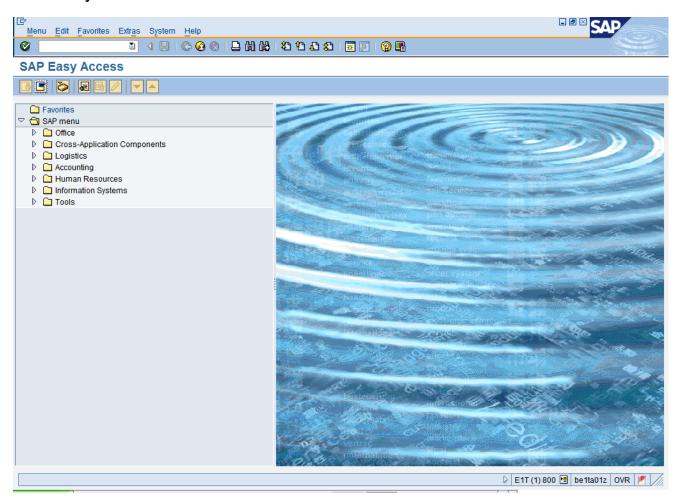
Via Menu Path	SAP menu >> Human Resources >> Time Management >> Administration >> Time Data >> PT50 - Quota Overview
Via Transaction Code	PT50

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Procedure:

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1. Update the following **required** and **optional** fields:

Field Name	Description	R/O/C	Values
Command	White alphanumeric box in upper left corner used to input transaction codes	R	Enter value in Command. Example: PT50

2. Click Enter button.

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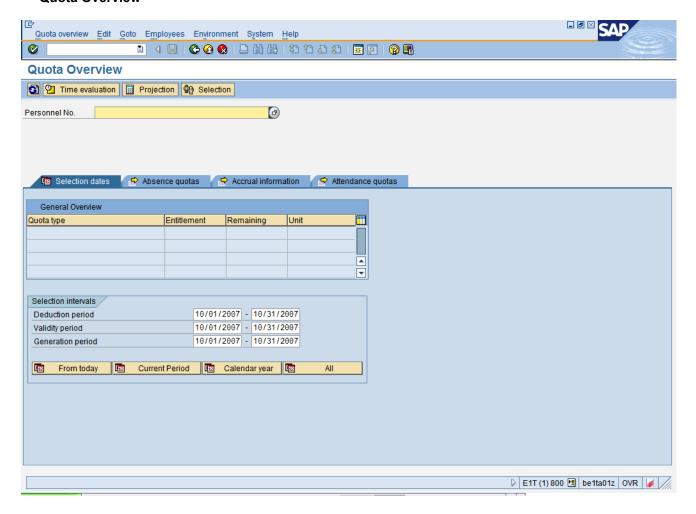
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Quota Overview



3. Update the following **required** and **optional** fields:

Field Name	Description	R/O/C	Values
Personnel No.	Unique employee identifier	R	Enter value in Personnel No
			Example: 70207946

4. Click Enter button.



Information: Ensure the correct personnel number was entered after clicking Enter.

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Information: Adjust the period Selection intervals as necessary to display the desired quota information.



Information: Be careful when specifying the Selection intervals. The *Deduction period* is the period in which the quota entitlement can be used. The *Validity period* is the period in which the quota itself is valid. The *Generation period* is the period in which Time Evaluation generated the quota entitlement.

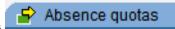


Information: Use the buttons in the bottom of the Selection interval section to quickly populate the three period fields with the applicable dates. For example, click *Current period* to see the quota relevant for the current month. Click *All* to see a complete view of relevant quotas for the selected employee.



Information: After selecting the desired period, the information contained on the remaining tabs in the transaction will reflect quota information pertaining to the selected periods.

5. Click the Absence quotas

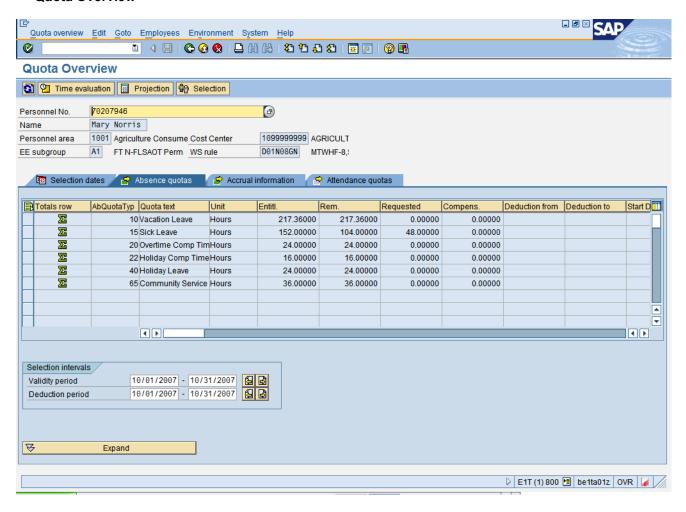


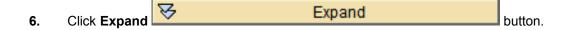
tab button.

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Quota Overview







Information: To view the *Deduction from* and *to* dates of the listed quotas, expand quota summation rows.



Information: Quota overview also provides the functionality to project future quota entitlements, such as projected entitlements through the end of the calendar year or the mid-point in the calendar year. Follow the steps below to project an employee's future absence quota entitlements.

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7. Click **Projection** button

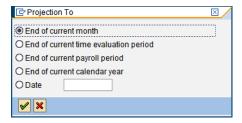


Information: To project the quota balances into the future, click the Projection button.

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Projection To



- 8. Click Date O Date radio button.
- **9.** Update the following **required** and **optional** fields:

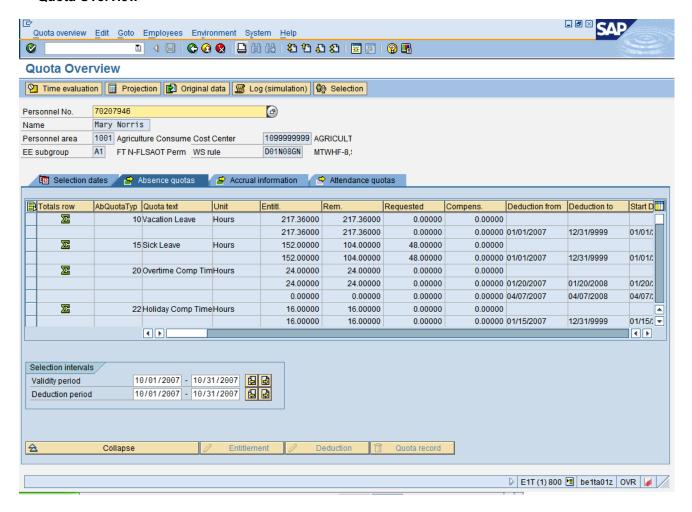
Field Name	Description	R/O/C	Values
	Field Name not Available	R	Enter value in .
			Example: 10/31/2007

10. Click Continue (Enter) button.

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Quota Overview



11. Click **Print** (Ctrl+P) button.

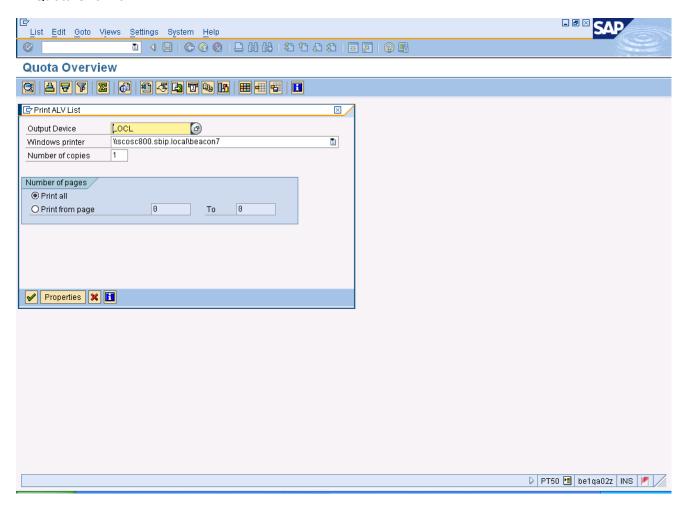


Information: To print the employee's real or projected totals, follow these instructions.

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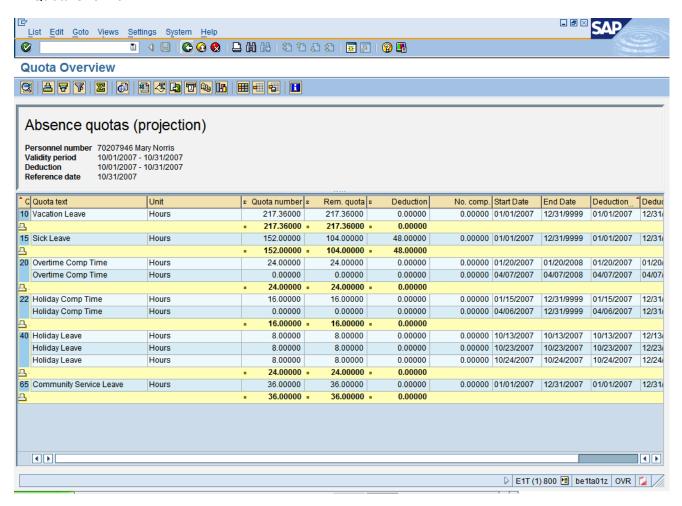


12. Click Continue (Shift+F1) button.

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Quota Overview

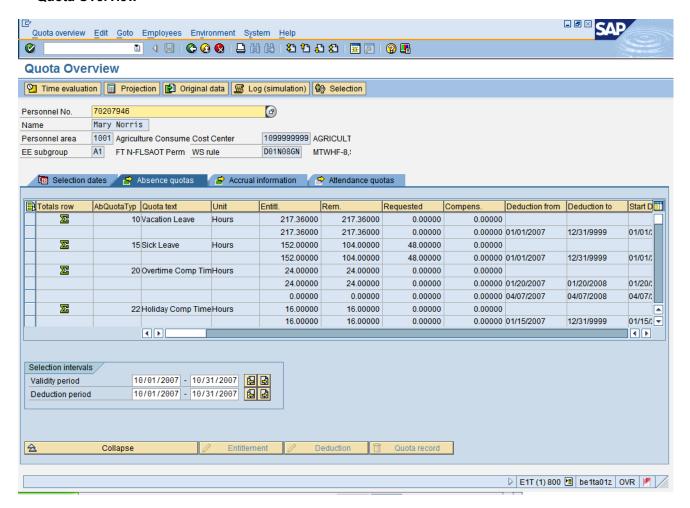


13. Click Back (F3) button.

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Quota Overview

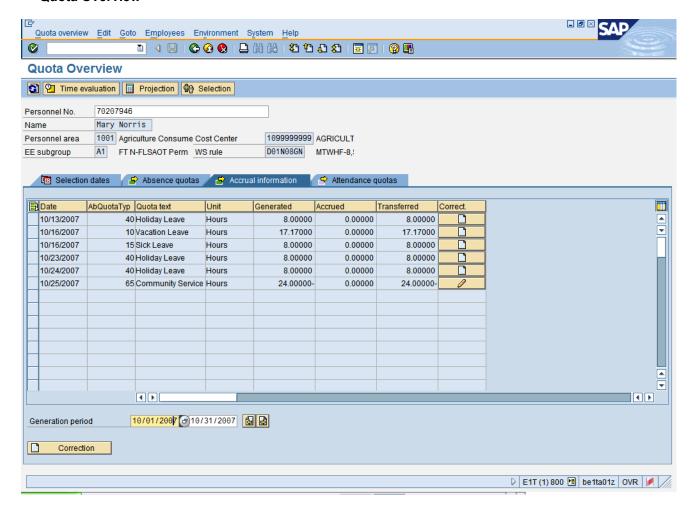


14. Click the Accrual information tab button.

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Quota Overview

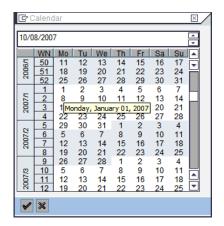


15. Click the **Generation period** matchcode.

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Calendar

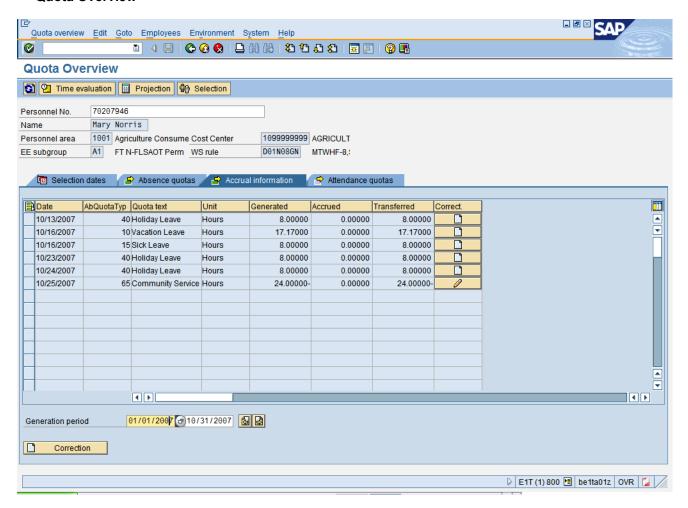


16. Select 1 in the Calendar list box.

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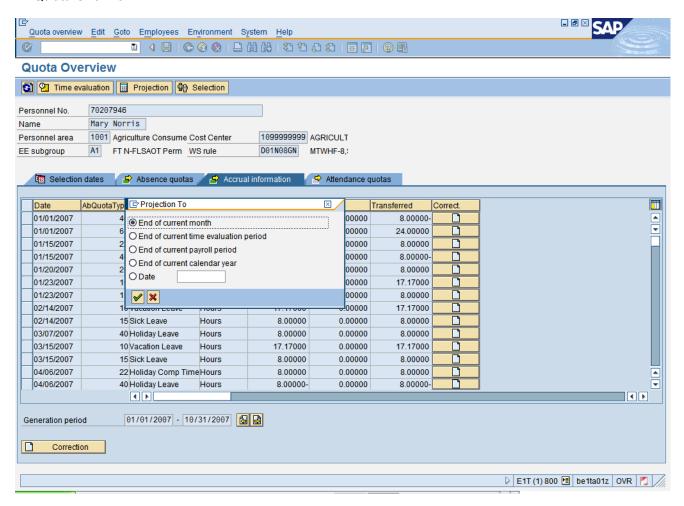
Quota Overview



- 17. Click Enter button.
- 18. Click Projection button



Quota Overview



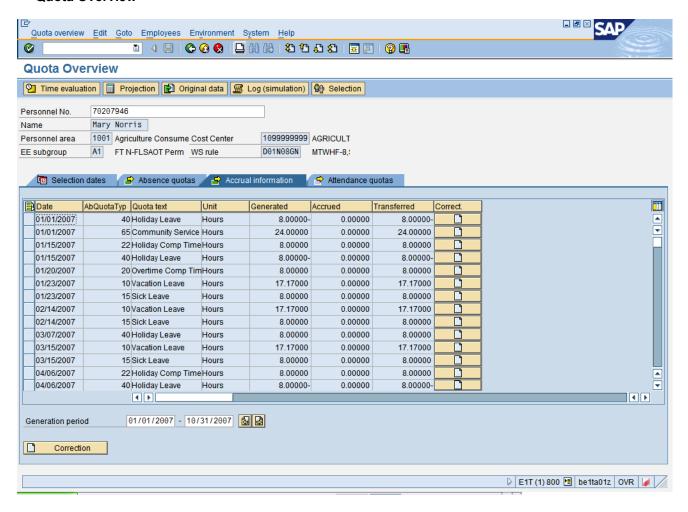
- 19. Click Date O Date radio button.
- **20.** Update the following **required** and **optional** fields:

Field Name	Description	R/O/C	Values
	Field Name not Available	R	Enter value in .
			Example: 10/31/2007

21. Click Continue (Enter) button.



Quota Overview



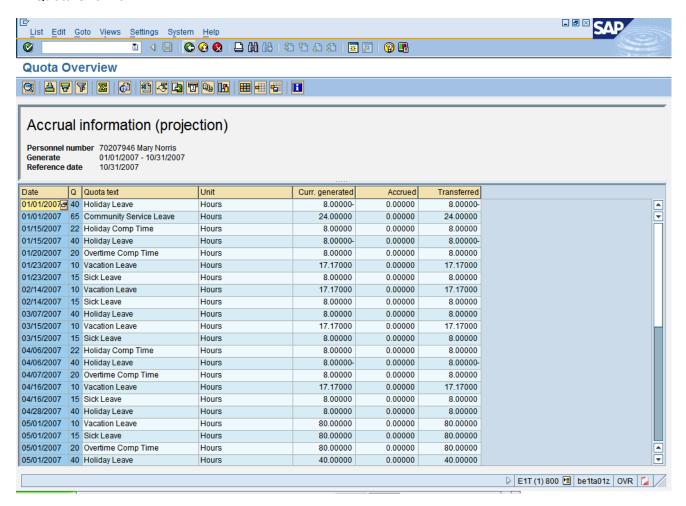
Click **Print** (Ctrl+P) button. 22.

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Quota Overview

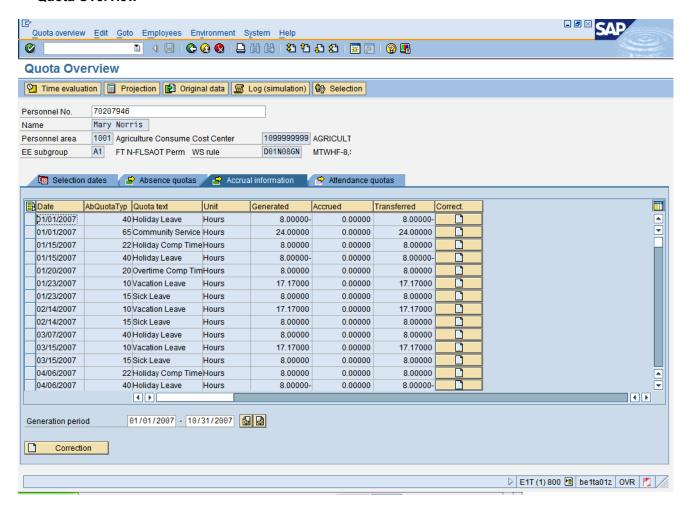


23. Click Back (F3) button.

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Quota Overview



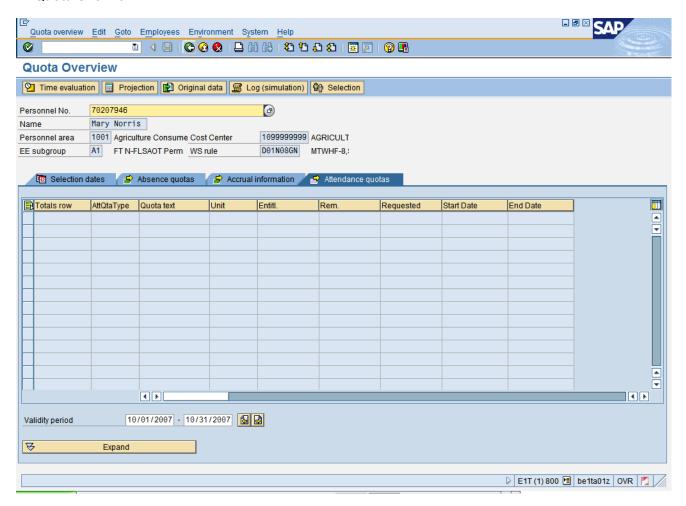
24. Click the Attendance quotas tab button.

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Quota Overview

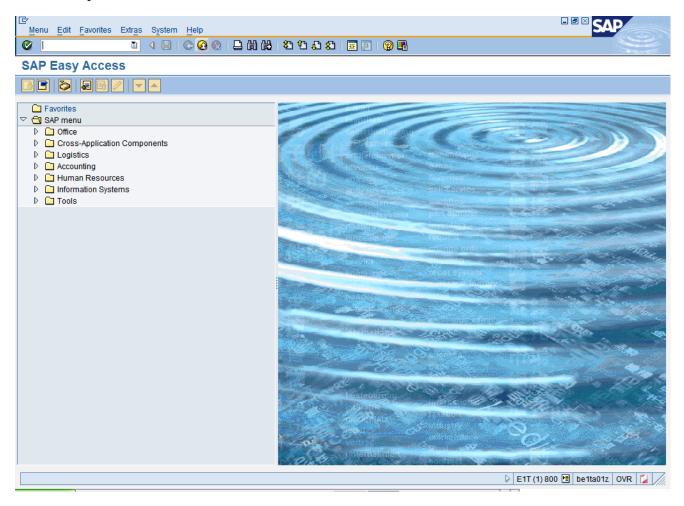


25. Click Back (F3) button.

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26. Click Log off (Shift+F3) button.



Information: The Quota Overview also displays an employee's Attendance Quotas. Attendance quotas are different than Absence quotas in that attendance quotas represent specific liabilities that the employee owes the State. For example, an employee that has been granted and has recorded Advanced Vacation and/or Advance Sick leave, will also have an Attendance quota representing the "attendance" time they owe back to the State. The Attendance quotas are then deducted by any additional work an employee records above and beyond his or her planned hours.

27. The system task is complete.

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Launch WEB HELP

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